

DD/A Registry
85-2969

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Joint CIA/USAF Initiatives Paper on Overdistribution of Classified Information

FROM:

EXTENSION

NO.

STAT

Director of Information Services
1206 Ames Building

DATE

27 AUG 1985

STAT

TO: (Officer
building)

designation, room number, and

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

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ADDA

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1985

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1985

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Harry,

FYI. On 3 July 1985, the Director, Information Security Oversight Office (ISOO), asked that the CIA and the Air Force form a task force to look into the problem of overdistribution of classified information in the Federal government. Both agencies were asked to survey their own procedures for the external distribution of publications and identify initiatives that might be applicable community-wide.

The CIA task force, consisting of [redacted] and [redacted] of the Information Resources Management Division, met with representatives from eight components responsible for the majority of CIA's external publication distribution. The Agency and the Air Force then met to discuss their findings. The attached initiatives paper is a result of their joint effort. The Office of Security has been kept informed and a copy of the final paper has been sent to [redacted] for the Director of Security. The paper is due to ISOO on 30 August 1985.

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DD/A Registry
FILE: 70-7

JOINT CIA U.S. AIR FORCE TASK FORCE
REPORT ON INITIATIVES TO REDUCE THE OVERDISTRIBUTION
OF CLASSIFIED PUBLICATIONS

Background:

In response to the request by the Director, Information Security Oversight Office (ISOO) to provide initiatives on reducing overdistribution of classified publications within the Federal government, representatives of the Central Intelligence Agency and the U.S. Air Force formed a joint task force to review publication distribution procedures within their areas of responsibility and make recommendations to the Director, ISOO.

Based on guidance provided by the ISOO liaison representative, the task force focused its attention on the external distribution of publications. After reviewing the distribution procedures within their respective areas, the task force met on 20 August to discuss individual recommendations and to prepare a list of joint initiatives that might serve as a basis for resolving the overdistribution problem.

Based on the findings, the task force recommends the following initiatives:

Initiative No. 1

That Federal agencies be required to review the distribution of all classified publications and that originators and recipients meet periodically to update distribution lists and revalidate the recipients' need-to-know.

Implementation:

Incorporate into ISOO Directive No. 1, Section 2001.62, "Oversight" (32 CFR 2001.62)--or into a new section of the directive--a requirement for Agency heads to implement procedures for reviewing, on at least an annual basis, the distribution of all classified publications. Specifically, originators and recipients should be required to periodically meet and update their distribution lists to revalidate continuing substantive need and individual recipient need-to-know.

Initiative No. 2

Incorporate into the annual ISOO inspection program a review of the dissemination procedures for classified publications for both originating and receiving agencies.

Implementation:

Pursuant to Director, ISOO's authority under Executive Order 12356, Section 5.2(b)(4), include the review of dissemination procedures for classified publications in ISOO's annual inspection program.

Initiative No. 3

Establish a series of interagency seminars for both producers and consumers of classified ~~intelligence~~ publications. These seminars could serve to familiarize supervisors, analysts, and publication support specialists with the seriousness of overdistribution and to enlist their support in resolving this problem.

Implementation:

Pursuant to ISOO Directive No. 1, Section 2001.61, (32 CFR 2001.62) "Security Education", establish interagency seminars to make producers and consumers of classified publications aware of their responsibility to reduce excessive distribution of classified publications. The theme, "Overdistribution", should also be included in the next ISOO symposium.

[Redacted]
Agency Security Classification Officer
Central Intelligence Agency

Date

STAT

John P. Cornett
Chief, Information Security
Office of Security Police
Headquarters USAF
U.S. Air Force

Date